

Thorverton Parish Council

Co-option Policy

The co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Council and no poll (election) has been called.

To ensure that a fair and transparent process is undertaken the following procedures will take place:

- 1) On receipt on written confirmation from the Returning Officer, Mid Devon District Council, the casual vacancy can be filled by means of Co-option. The Parish Clerk will:
 - a) advertise the vacancy for 4 weeks on the Council's official notice board in School Lane, on the Councils website, and in local magazines as deemed appropriate
 - b) advise the Council by way of e-mail that the Co-option Policy has been instigated
- 2) Applicants for Co-option will be asked to:
 - a) submit information about themselves by way of completing a short application form
 - b) confirm their eligibility for the position of Councillor within the Statutory rules by completing an Eligibility Form
- 3) Copies of the applicant's application form will be circulated to all Councillors prior to the meeting of the full Council during which the Co-option will be considered.
- 4) Applicants will not be required to attend the meeting but will be invited to do so and to give a short presentation on why they feel they should be co-opted onto the Council. The Council may take this opportunity to ask questions of the applicants.
- 5) Discussion about the applicants will take place in Council session (not closed session) without interruption from the public or applicants and voting will be in accordance with statutory requirements and in line with the Council's Standing Orders. The successful applicant must receive a majority vote of those present and voting. So if there are more than two candidates for one vacancy and none of them at the first count has an overall majority, the candidate with the fewest votes should be eliminated and the remainder put to the vote again. The process should

be repeated as necessary until one candidate has an overall majority. Councillors are to vote by show of hands and only by ballot if at least two members of the Council so request. How each Councillor votes should not be recorded unless the Clerk is asked to do so.

- 6) After the vote has been concluded the Chair will declare the successful candidate duly elected and welcome them to the Council. The newly elected member of the Council will sign the declaration of office paperwork organised by the Clerk prior to taking a seat on the Council.

Adopted by Thorverton Parish Council on

Signed Chairman

Signed Clerk

Thorverton Parish Council
Co-option of a Parish Councillor
Application Form

Full Name

Address

Telephone Home Mobile

E.mail

Are you over 18 years old? YES / NO

Please tell us why you would like to be considered for the Parish Councillor role and include any relevant experience (continue on a separate sheet if necessary)

Signed Dated

Please return your completed form together with the Co-option Eligibility Form to the Clerk Mrs Alison Marshall, Dinneford House, Dinneford Street, Thorverton, Devon, EX5 5NU e. thorvertonpc@gmail.com

Closing date

Thorverton Parish Council
Co-option Eligibility Form

Persons applying for the role of Parish Councillor at application date must:

- 1) Be a British subject or a citizen of the Commonwealth or European Union
- 2) Be 18 years of age or over and
- 3) Be able to meet at least one of the following qualifications *please delete which do not apply to you:
 - i) I am and have been registered as a local government elector for the Parish or
 - ii) during the whole of the twelve months preceding the date of application I have occupied, as owner or tenant, land or premises in the Parish or
 - iii) I have had a principal or only place of work during the preceding twelve months in the Parish or
 - iv) I have resided within the Parish during the whole preceding twelve months or within 3 miles of its boundary.
- 4) Under the Local Government Act 1972 a person is disqualified from being a member of a Local Council if they:
 - Hold any paid office or employment of the local council or joint committee on which the Council is represented or
 - Is a person who has been adjudged bankrupt or has made a composition or arrangement with creditors or
 - Has within five years before the date of application been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment or not less than three months without the option of a fine or
 - Is otherwise disqualified under Part 111 of the representation of the People Act 1983 for corrupt or illegal practices.

Disqualification for bankruptcy ceases in the following circumstances:

*if the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that their debts have been fully discharged,

*if the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on their part

*if the person is discharged without such a certificate.

I (insert full name) hereby confirm that I am eligible to apply for the vacancy of Thorverton Parish Councillor and that the information provided on this form is a true and accurate record of my circumstances.

Signed Dated
(please return this completed form to the Clerk together with the application form)